

## **King County Unique Retention Schedules**

### **Public Disclosure Index Last Update: November 2007**

The Archives and Records Management program is required by the King County Code, **2.12.180 Agency index of records, reports and manuals required**, to maintain:

“An agency's record retention schedule approved in accordance with chapter 40.14 RCW may serve as an index for the purposes of this section. (Ord. 14266 § 6, 2001: Ord. 2165 § 4, 1974. “

If you have any questions regarding this retention schedule, please contact:

Archives and Records Management

[records.help@kingcounty.gov](mailto:records.help@kingcounty.gov)

Tel: 206-296-1572

Fax: 206-205-1067



## Introduction to Retention Schedules

This document contains the unique King County Schedules (Public Disclosure Index), current as of November 2008. King County Unique Retention Schedules list record series unique to King County by the department, division and section they belong to.

To find the appropriate retention schedule, please use the **bookmarks** tab on the left of the PDF document as a table of contents.

The other schedule to refer to regarding record retention is the [Secretary of State General Retention Schedule guide](#) for all Local Government: This schedule describes common records that are found in all Local Government.

Records can not be destroyed before the time limits set by the active approved State and Unique retention schedules. If you can not find your records on these schedules, please contact Records Management. If the unique schedule for your agency is not listed here, contact Records Management to determine the validity of the schedule.

If you have questions on these retention schedules, please contact Records Management at 296-1572.





# King County Unique Schedules, Title Sequence for

Search in

Wednesday, November 14, 2007 Record Status Indicator

Active

Dept: 02 King County Council (IA)

Div: 04 County Auditor

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
02 04 00 0006	GS50-01-39	ADMINISTRATIVE PROJECT FILES  Official Title from the Washington State Retention Schedule is PROJECT FILES (MISCELLANEOUS).  Auditor staff creates and uses these records to manage administrative duties for an audit project. The records include originals and drafts that can be distributed to the public or King County Agencies.	Audit Completed	6 Years	N	R	P	P	<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
02 04 00 0013	GS50-03F-02	AUDIT REPORTS  Official Title from the Washington State Retention Schedule is FISCAL AND PERFORMANCE AUDIT REPORTS.  Final report, supported by working papers, which states the various findings and recommendations. Also includes the audited agency's response.  This Record Series Replaces: Date Approved: Record Series Title: Audit Reports Disposition Authority #: S86-191-03 —	Audit Completed	6 Years	N	O	P	A	<u>Remarks:</u> A copy of this report is filed with the King County Recorder's Office. <u>Disposition Instructions:</u> Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection. <u>Relevance Notes:</u>
02 04 00 0009	GS50-05A-23	CONTINUING PROFESSIONAL EDUCATION TRAINING FILES  Official Title from the Washington State Retention Schedule is CONTINUING PROFESSIONAL EDUCATION RECORDS.  Records document the continuing education requirement for audit organizations per Generally Accepted Government Auditing Standards. The audit organization (King County Auditor) is responsible for maintaining documentation of the CPE hours completed by each auditor subject to CPE Requirements. See Relevance Notes	Completion of Peer Review	4 Years	N	R	P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> GAO-05-568G GAGAS CPE Retaining Records page 37. All CPE records should be maintained for an appropriate period of time to satisfy any legal and administrative requirements, including peer review.  Monitoring an Audit Organization's Compliance page 39. Part of the peer review process is to review compliance with the CPE requirements.

## REPORT LEGEND -

DAN - Disposition Authority Number

ER = ESSENTIAL - Y = Yes, N = No

PD = PUBLIC DISCLOSURE - O = Open, C = Closed, R = Review

RT = RETENTION TYPE - P = Primary, S = Secondary

ARC = ARCHIVAL - A = Archival, Blank = Not, P = Potentially

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Records, Elections and Licensing Division

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# King County Unique Schedules, Title Sequence for

Search in

Wednesday, November 14, 2007 Record Status Indicator

Active

Dept: 02 King County Council (IA)

Div: 04 County Auditor

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
02 04 00 0007	GS50-01-02	GENERAL OFFICE FILES  Official Title from the Washington State Retention Schedule is ADMINISTRATIVE WORKING FILES.  Subject files containing informational copies of various records organized by issue, person, subject, or other areas of interest.  This Record Series Replaces: Date Approved: 11/9/2006 for S84-173 Record Series Title: GENERAL OFFICE FILES Disposition Authority #: S84-173-02 and S86-191-01 —	None	Year End	N	R	P	P	<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Elected official, executive and department head files are potentially archival. Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
02 04 00 0008	GS50-03F-01	PROJECT WORKPAPER FILES  Official Title from the Washington State Retention Schedule is AUDIT SUBJECT/REFERENCE FILES.  Staff Auditors and King County Auditor create these records to document the performance and financial audits/special study process. Typically these records include: Correspondence, Spreadsheets (P&S), Interview Notes, Drafts (with auditor or supervisor review), Technical Review Draft/Response, Proposed Final Draft, Response to the Executive, Project Management Documents, and Various Documents (to back up analysis)  This Record Series Replaces: Date Approved: 11/9/2006 for S84-173 Record Series Title: AUDIT AND SPECIAL - STUDIES WORKING PAPERS and AUDITS, SURVEYS, SPECIAL STUDIES, WORKING PAPERS Disposition Authority #: S84-173-01 and S86-191-02 —	Audit Completed	6 Years	N	R	P	P	<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u> This record series is subject to a peer review process every three years. Records should be held until this review is complete.
02 04 00 0010	GS50-04B-22	RECRUITMENT FILES  Documents recruitment and selection process for each advertised position, including newspaper announcement, job description, working papers/notes, applicant list, interview questions and notes, selection documents, and employee applications.	Year End	3 Years	N	R	P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> RCW 4.16.080 (2) Limitation of action for EEO discrimination complaints is three years.

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# King County Unique Schedules, Title Sequence for

Search in

Wednesday, November 14, 2007 Record Status Indicator

Active

Dept: 02 King County Council (IA)

Div: 06 Ombudsman

Sect: 01 Citizen's Complaints

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
02 06 01 0014	GS50-01-09	<p>INFORMATION REFERRAL REQUESTS</p> <p>Official Title from the Washington State Retention Schedule is CITIZENS' COMPLAINTS/REQUESTS.</p> <p>Complaints/requests for information which did not develop into Ombudsman Complaint Files. (60% of complaints/requests do not become Complaint Files.) Includes complaint inquiry worksheet, investigative documentation and referrals.</p> <p>This Record Series Revises: Date: 3/23/2005 Record Series: Information Referral Requests Disposition Authority Number: S94-102-04</p>	Case closed	3 Years	N	P			<p><u>Remarks:</u></p> <p><u>Disposition Instructions:</u></p> <p><u>Relevance Notes:</u></p>
02 06 01 0015	06-06-0293R	<p>LOBBYIST DISCLOSURE COMPLAINT AND INVESTIGATION FILES</p> <p>Files are developed as a result of a complaint by employees or a member of the public that lobbyist disclosure rules from the King County Code have been violated. Files may include complaint, documentary materials used in the investigation, copies of correspondence, "Summary" a printout of notes and other data pertinent to the case, investigation reports, and Ombudsman's Findings of Fact (Order of Dismissal and Order of Reasonable Cause). If there is an Order of Reasonable Cause, the respondent may request an appeal hearing before the King County Hearing Examiner. A copy of the Hearing Examiner's decision would be added to this file.</p> <p>This Record Series Revises: LOBBYIST DISCLOSURE COMPLAINT AND INVESTIGATION FILES Date Approved: 7/23/2007 Record Series Title: LOBBYIST DISCLOSURE COMPLAINT AND INVESTIGATION FILES Disposition Authority #: 06-06-0293 Summary of changes: Ordinance 15610 was passed on October 6, 2006 that transfers record ownership of LOBBYIST DISCLOSURE COMPLAINT AND INVESTIGATION FILES records from the King County Auditor to King County</p>	Case Closed	6 Years	N	R	P	P	<p><u>Remarks:</u></p> <p>Other location of these records: The investigation reports, and Ombudsman's Findings of Fact (Order of Dismissal and/or Order of Reasonable Cause) are filed with the Clerk of the Council. The Hearing Examiner retains the primary copy of the decision on appeal processes. Department of Executive Services maintains complaints due to untimely filing of statements and reports. If penalties are assessed for untimely filing, the complaint records would be retained as LOBBYIST DISCLOSURE COMPLAINT AND INVESTIGATION FILES.</p> <p><u>Disposition Instructions:</u></p> <p>Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal.</p> <p><u>Relevance Notes:</u></p> <p>King County Code 1.07.140 Revised by Ordinance 15610 on October 9, 2006 All records for LOBBYIST DISCLOSURE COMPLAINT AND INVESTIGATION FILES are transferred to the King County Ombudsman Office.</p>

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# King County Unique Schedules, Title Sequence for

Search in

Wednesday, November 14, 2007 Record Status Indicator

Active

Dept: 02 King County Council (IA)

Div: 06 Ombudsman

Sect: 01 Citizen's Complaints

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
02 06 01 0011	S94-102-01R	<p>OMBUDSMAN COMPLAINT FILES</p> <p>Complaint files developed as result of administrative or procedural complaints by an employee or member of the public against an administrative act or agency. May include complaint, documentary materials used in the investigation, copies of correspondence and any official finding, and the "Summary," a printout of notes and other data pertinent to the case. Includes records on information/referral calls, citizen complaints, ethics complaints and whistleblower complaints. For ethics complaints the Ombudsman's Findings, Conclusion and Order." If the final report indicates a violation occurred, the employee may request an appeal hearing before the Board of Ethics.</p> <p>This Record Series Revises: Date: 3/23/2005 Record Series: Ethics Complaints Files and Ombudsman Complaint Files Disposition Authority Number: S94-102-05 and S94-102-01 Summary of Changes: The Ethics Complaints Files have been combined with the Ombudsman Complaint Files.</p>	Case closed	6 Years	N	S	P		<p><u>Remarks:</u></p> <p>If appeal hearing is requested, a copy of the final report is given to the Board of Ethics.</p> <p><u>Disposition Instructions:</u></p> <p>Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal.</p> <p><u>Relevance Notes:</u></p>
02 06 01 0013	GS50-01-32	<p>OMBUDSMAN TRI-ANNUAL REPORTS</p> <p>Official Title from the Washington State Retention Schedule is RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSES.</p> <p>Reports describing citizen concerns, complaints and responses by department. Organized by department and complaint number. Includes number of complaints per department, summary of complaints, and their status/disposition ("Open, "Resolved," "Unsupported" or "Unfounded.")</p> <p>This Record Series Revises: Date: 3/23/2005 Record Series: Ombudsman Tri-Annual Reports Disposition Authority Number: S94-102-03</p>	When Obsolete or Superseded	0	N	P	A		<p><u>Remarks:</u></p> <p><u>Disposition Instructions:</u></p> <p>Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection.</p> <p><u>Relevance Notes:</u></p>

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# King County Unique Schedules, Title Sequence for

Friday, June 09, 2006

Search in

Record Status Indicator

Active

Dept: 02 King County Council (IA)

Div: 06 Ombudsman

Sect: 02 Tax Advisor

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
02 06 02 0038	GS50-01-02	ADMINISTRATIVE/REFERENCE FILES  Official Title from the Washington State Retention Schedule is ADMINISTRATIVE WORKING FILES.  All copies for information purposes: Typical contents are brochures, forms, reports, news and magazine articles, policies/procedures, general of personnel, payroll, benefits, training materials, other agency information miscellaneous publications, duplicate correspondence for reference, and supply and equipment information.	Year End	When Obsolete or Superseded	N		P	P	<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Elected official, executive and department head files are potentially archival. Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
02 06 02 0039	GS50-01-32	STATISTICS  Official Title from the Washington State Retention Schedule is RESEARCH/PROGRAM REPORTS, STUDIES, SURVEYS, MODELS, AND ANALYSES.  Statistical reports sent to Ombudsman to be incorporated into the final report sent to the Council. Statistics represent annual and monthly client contacts.	Year End	When Obsolete or Superseded	N		P	P	<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
02 06 02 0040	GS50-01-09	TAX ADVISOR CASE FILES  Official Title from the Washington State Retention Schedule is CITIZENS' COMPLAINTS/REQUESTS.  Tax Advisors create and use the records to document research resulting from citizen inquiries regarding property tax related issues. Tax advisors serve in an educational role and make no conclusions, acknowledging that as the taxpayer's responsibility. The taxpayer contacts occur via tax payer walk-in, phone, email or mail, or from other agency or Council referral.  A typical case file would contain documentation gathered in order to provide education on tax issues.	Year End	3 Years	N		P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence for

Friday, June 16, 2006

Search in

Record Status Indicator

Active

Dept: 06 King County Executive Office (KCEO)  
Div: 01 Office of Information Resource Management  
Sect: 01 Project Review Board

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
06 01 01 0003	GS50-01-01	ADMINISTRATIVE PROCEDURES AND INSTRUCTIONS  The Project Review Board (PRB) creates administrative procedures and instructions for King County agencies to interact with this body. Documents such as the Project Manager Guide to PRB Reviews and Project Review Board Governance Guide are examples of these records.	None	When Obsolete or Superseded	N	P			<u>Remarks:</u>  <u>Disposition Instructions:</u> Archival status is pending review of the King County Archivist. <u>Relevance Notes:</u>
06 01 01 0002	GS50-01-12	CORRESPONDENCE – ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS  Project Review Board (PRB) correspondence (all formats including email) and attached materials sent and received during the course of business. Correspondence regarding agenda items for the PRB are included in the Project Review Board Meeting Materials.	Year End	2 Years	N	P	P		<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
06 01 01 0001	GS50-05B-04	PROJECT REVIEW BOARD MEETING MATERIALS - AGENDAS AND MINUTES  Meeting materials include agenda, minutes, and handouts (all references and attached documents). These records include monthly monitoring checklists, Project Review Board (PRB) decisions and open action items, equipment replacement plans and PRB e-mail correspondence.	Year End	6 Years	N	P	P		<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u> Agenda Packets, Minutes, and Correspondence – Advisory Councils, Commissions, Committees, and Boards record series are combined in the Project Review Board Meeting Materials. The Minutes record series requires a longer retention period than Correspondence or Agenda Packets. Since all are combined in the Project Review Board Meeting Materials, the Disposition Authority Number for Minutes is used for these records.

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# King County Unique Schedules, Title Sequence for

Friday, June 16, 2006

Search in

Record Status Indicator

Active

Dept: 06 King County Executive Office (KCEO)  
Div: 01 Office of Information Resource Management  
Sect: 01 Project Review Board

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
06 01 01 0004	GS50-05B-03	REPORTS SUBMITTED TO GOVERNING COUNCIL, COMMISSION, COMMITTEE, BOARD, OR EXECUTIVE BY THE ADVISORY COUNCILS, COMMISSIONS, COMMITTEES, AND BOARDS No Description	Year End	6 Years	N		P	A	<u>Remarks:</u>

## Disposition Instructions:

Archival (one copy of report and annual report of Project Review Board): Please contact the County Archivist to arrange for transfer to the County's historical records collection.

## Relevance Notes:

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Record Series Item Number	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
07 07 05 0019	GS50-09-04	PUBLIC DISCLOSURE REQUEST FILES - 7/24/2005 TO PRESENT Formal request submitted by individuals for access to agency records. Includes responses (see remarks).	After the agency's claim of exemption or the last production of a record on a partial or installment basis	1 Year*	N		P		<u>Remarks:</u> Agencies should retain an inventory or list of copies produced. Agencies shall retain copies of redacted records produced. <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> RCW 42.17.340 [2005 c 274 § 289; 1995 c 397 § 16.] Recodified as RCW 42.56.560 pursuant to 2005 c 274 § 103, effective July 1, 2006.  RCW 42.56.560(6) Actions under this section must be filed within one year of the agency's claim of exemption or the last production of a record on a partial or installment basis.
07 07 05 0018	GS50-09-04	PUBLIC DISCLOSURE REQUEST FILES - UP TO AND INCLUDING 7/23/2005 Formal request submitted by individuals for access to agency records. Includes responses (see remarks).	Date Violation Occurred (Year End)	5 Years*	N		P		<u>Remarks:</u> Agencies should retain an inventory or list of copies produced. Agencies shall retain copies of redacted records produced. <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> Records Committee reduced the retention from 6 years per RCW 40.14.060(b) on 8/30/2001.  *However per RCW 42.17.410 Limitation on actions: Any action brought under the provisions of this chapter must be commenced within five years after the date when the violation occurred. This limitation on actions is used to set retention for all public disclosure requests and responses received through July 23, 2005.

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# King County Unique Schedules, Title Sequence for

Search in

Monday, December 11, 2006

Record Status Indicator

Active

Dept: 07 Executive Services (DES)  
Div: 17 HRD-Support Services (SS)  
Sect: 01 Employee Assistance Program

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
07 17 01 0003	GS50-01-02	ADMINISTRATIVE WORKING FILES - QUARTERLY AND ANNUAL PROGRAM REPORTS  Working files, quarterly reports and annual report on the activities of the Employee Assistance Program. Information from these reports may be used in the preparation of the annual report from Human Resources to the King County Executive.  Reports cover Employee Assistance Program: Direct Services Management Consultations Drug and Alcohol Program (In cooperation with King County Department of Transit) Training and Outreach	When Obsolete or Superseded	0	N		P	A	<u>Remarks:</u>  <u>Disposition Instructions:</u> Archival (one copy of Annual Program Report): Please contact the County Archivist to arrange for transfer to the County's historical records collection.  <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence for

Search in

Monday, December 11, 2006

Record Status Indicator

Active

Dept: 07 Executive Services (DES)  
Div: 17 HRD-Support Services (SS)  
Sect: 01 Employee Assistance Program

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
07 17 01 0001	GS50-04A-06	<p>EMPLOYEE ASSISTANCE PROGRAM CASE FILES</p> <p>Confidential personal records of the diagnosis of disabling personal problems and recommended professional treatment or problem solving plan together with a history of implementation of the plan.</p> <p>This Record Series Replaces: Date Approved: 9/27/2006 Record Series Title: Employee Assistance Program Referral Files Disposition Authority #: S84-226-01</p>	Last treatment or session	8 Years	N	R	P		<p><u>Remarks:</u></p> <p>The closed case files containing Substance Abuse Professional assessments, recommendations, treatment monitoring and outcomes provided by the Employee Assistance Program for those employees who are confirmed positive or refuse testing required by 49 CFR Part 40 Regulations, are sent to King County Department of Transportation, Transit Division, Deputy General Manager, Human Resources for primary retention. The Employee Assistance Program does not retain a copy.</p> <p><u>Disposition Instructions:</u></p> <p><u>Relevance Notes:</u></p> <p>PUBLIC DISCLOSURE</p> <p>This record series has information that is exempted from disclosure under: RCW 41.04.730</p> <p>Please contact the public disclosure officer regarding requests for these records.</p> <p>RETENTION</p> <p>Retention for this record series is determined under RCW 4.16.350(3) (Please note this law has been revised and the new law takes affect 6/1/2006.) This new law reenacts the limitations of actions in light of the DeYoung v. 27 Providence Medical Center, 136 Wn.2d 136 (1998) case. The retention period for Employee Assistance Program Case Files is set 8 years after the last treatment or session under this law.</p>
07 17 01 0004	GS50-04B-19	<p>EMPLOYEE ASSISTANCE PROGRAM FILES</p> <p>Annual reports, contract, RFPs related to services contracted by Employee Assistance Program from outside agencies. These records serve two purposes, management of the contracted services and background information for the development of the quarterly and annual program reports. This record series only applies to records generated by the vendor or the Employee Assistance Program to monitor contracted services.</p>	Year End	4 Years	N	P	A		<p><u>Remarks:</u></p> <p>Contracts and RFPs are held as primary records by Department of Executive Services, Finance and Business Operations, Procurement &amp; Contract Services Section.</p> <p><u>Disposition Instructions:</u></p> <p>Archival (one copy of the Annual Report): Please contact the County Archivist to arrange for transfer to the County's historical records collection.</p> <p><u>Relevance Notes:</u></p>

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# King County Unique Schedules, Title Sequence for

Search in

Monday, December 11, 2006

Record Status Indicator

Active

Dept: 07 Executive Services (DES)  
Div: 17 HRD-Support Services (SS)  
Sect: 01 Employee Assistance Program

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
07 17 01 0005	GS50-06F-04	MASTER FILE OF AGENCY PUBLICATIONS  Training materials, brochures and publications published by or for the King County Employee Assistance Program.	When Obsolete or Superseded	0	N	P	A		<u>Remarks:</u>  <u>Disposition Instructions:</u> Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection. <u>Relevance Notes:</u>
07 17 01 0002	GS50-01-39	POLICIES & PROCEDURES DEVELOPMENT FILES  Official Title from the Washington State Retention Schedule is PROJECT FILES (MISCELLANEOUS).  Working files of policy and procedure development projects. May include drafts, correspondence, review and comment forms, notes, and reference materials.  This Record Series Replaces: Date Approved: 9/27/2006 Record Series Title: EAP Project Files Disposition Authority #: S84-226-02 —	Approval of policy or procedure	6 Years	N	P	P	P	<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>

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PD = PUBLIC DISCLOSURE - O = Open, C = Closed, R = Review

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# King County Unique Schedules, Title Sequence for

Search in

Wednesday, November 14, 2007

Dept: 08 Community & Human Services (DCHS)

Div: 01 Community Services

Sect: 01 Veterans Program (VP)

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
08 01 01 0020	GS50-25-08	<p>CLIENT CASE FILES (SUPPORT SERVICES)</p> <p>Support services that do not include health care screening or provision of health care treatment. Examples include support service programs for financial assistance, employment, child care, aging, youth &amp; family, women's, veterans and housing. Case files document the support services provided and participation in the program.</p> <p>Includes Veterans' Program Client Records: PRO-VET Database, financial, eligibility, employment and housing services records</p> <p>Date Approved: 9/27/2007 This Record Series Replaces: DAILY INDEX OF VETERANS AID, VETERAN'S FILE, CARDEX FILE , REFERRAL SLIP TO EMPLOYER, JOB FILES (REFERRAL CONFIRMED), INITIAL INTERVIEW CARDS, MONTHLY PROGRESS REPORT, SUMMARY OF OVERALL ACCOMPLISHMENTS (DATA BY MONTH), JOB ORDERS Disposition Authority #: S73-108-01, S73-108-02, S73-108-03, S73-108-12, S73-108-13, S73-108-14, S73-108-15, S73-108-16, S73-108-17</p>	Close of case	6 Years	N		P		<p><u>Remarks:</u></p> <p><u>Disposition Instructions:</u></p> <p><u>Relevance Notes:</u></p>
08 01 01 0025	GS50-25-02	<p>CLIENT CASE FILES (TREATMENT COMPLETED AND CASE CLOSED) SOCIAL SERVICES</p> <p>Mental health and trauma counseling files are covered by this record series.</p>	Treatment Completed and Case Closed	8 Years*	Y		P		<p><u>Remarks:</u></p> <p>This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.</p> <p><u>Disposition Instructions:</u></p> <p><u>Relevance Notes:</u></p> <p>* Adults Only</p> <p>Reference RCW 4.16.350.</p>

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# King County Unique Schedules, Title Sequence for Search in

Wednesday, November 14, 2007

Dept: 08 Community & Human Services (DCHS)

Div: 01 Community Services

Sect: 01 Veterans Program (VP)

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
08 01 01 0023	GS50-01-12	CORRESPONDENCE  Letters and attached materials sent and received during the course of agency business.  Date Approved: 9/27/2007 This Record Series Replaces: CORRESPONDENCE, GENERAL OFFICE MEMORANDA (see also GS50-02) Disposition Authority #: S73-108-09, S73-108-10	Year End	2 Years	N		P	P	<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Elected official, executive and department head files are potentially archival. Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
08 01 01 0024	GS50-09-07	PUBLIC RECORDS RETENTION SCHEDULE AND DESTRUCTION AUTHORIZATION  Continuing authorities for the disposition of public records approved specifically for the agency by the Local Records Committee.  Date Approved: 9/27/2007 This Record Series Replaces: RETENTION SCHEDULE FOR VETERANS AID & EMPLOYMENT	Destroy when obsolete or superseded	None	N		S		<u>Remarks:</u> DES-REALS-Records Management holds primary copy permanently <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
08 01 01 0021	GS50-25-07	STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES SOCIAL SERVICES  No description  Date Approved: 9/27/2007 This Record Series Replaces: DAILY LOG RECAP OF APPLICATIONS (STATISTICS) Disposition Authority # S73-108-11	Year End	2 Years	N		P	P	<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
08 01 01 0022	GS50-03A-29	VOUCHER REGISTER  No description  Date Approved: 9/27/2007 This Record Series Replaces: VOUCHER BOOK, LISTS OF VOUCHERS Disposition Authority #: S73-108-04, S73-108-05	Year End	Destroy after confirmation of payment	N		S		<u>Remarks:</u> DES-FBO-Accounts Payable holds primary copy for year end + 6 years. <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence

Friday, June 09, 2006

Search in

Record Status Indicator

Active

Dept: 08 Community & Human Services (DCHS)

Div: 01 Community Services

Sect: 02 Work Training Program

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
08 01 02 0012	GS50-01-11	CONTRACT FILES  Contracts, Including RFPs and bids.  This Record Series Replaces: CONTRACT FILES Disposition Authority Number: S91-131-07 Summary of Changes: Washington State General Schedule Item no longer unique.	Termination	6 Years	N		P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
08 01 02 0004	S91-131-04	EVALUATIONS  Participant's evaluations of the program.	Year End	2 years	N		P		<u>Remarks:</u>  <u>Disposition Instructions:</u> Not Archival per Deborah Kennedy 12/5/2005. <u>Relevance Notes:</u>
08 01 02 0005	S91-131-05	MIS/REJECT FILES  Case files on applicants not enrolled.	Year End	1 year	N		P		<u>Remarks:</u>  <u>Disposition Instructions:</u> <u>Relevance Notes:</u>
08 01 02 0009	S91-131-09	TEMPORARY EXTRA HELP FILES  Applications, timesheets, and payroll forms for seasonal and temporary program employees.	Year End	6 years	N		P		<u>Remarks:</u>  <u>Disposition Instructions:</u> <u>Relevance Notes:</u>
08 01 02 0006	S91-131-06	WORK SITE FILES  Agreements, supervisor checklists, master job lists, training site monitoring reports, and information on corrective action. This record is created for summer programs, only.	after closeout	6 Years	N		P		<u>Remarks:</u>  <u>Disposition Instructions:</u> Not archival per Deborah Kennedy 12/5/2005. <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence for

Friday, June 09, 2006

Search in

Record Status Indicator

Active

Dept: 08 Community & Human Services (DCHS)

Div: 01 Community Services

Sect: 02 Work Training Program

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
08 01 02 0013	S91-131-03	WORK TRAINING PARTICIPANT FILES  EMPLOYED PARTICIPANTS This record series includes both the participant case file and payroll records. This includes counselor notes, enrollment forms, time sheets and documentation of support services provided. Participant progress reports are also included.  The Work Training Participant's work site case file is incorporated into this official record.  NOT EMPLOYED PARTICIPANTS These records are for participants enrolled in the program but not employed. This includes counselor notes, enrollment forms and documentation of support services provided.  This Record Series Revises: COUNSELOR/PAYROLL FILES Date: 12/12/2005 Disposition Authority Number: S91-131-03 Summary of Changes: Change in record series description.	Closed	6 Years	N	P			<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> Grant funded participant records used as a basis for GS50-03C-09 GRANT PROJECT REPORTS should be retained for 3 years from the date of submission of the final expenditure report or retain for period required by grant or program.

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# King County Unique Schedules, Title Sequence for Search in

Friday, May 18, 2007

Dept: 09 Department of Public Health (DPH)

Div: 00 Division Unassigned

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
09 00 00 0009	GS55-01B-01	<p>CLIENT/PATIENT HEALTH CARE INFORMATION RECORD - ADULTS (AGE 18 AND OLDER)</p> <p>All client health records that meet the Public Health definition of a health record (Public Health Privacy Policy definitions document).</p> <p>Excluded from this record series are the following record types: Billing, administrative, research, surveillance/outbreak, employee health records and Occupational Health Records (obsolete program for non-King County employees). See other retention schedule entries for these records.</p> <p>This series is applicable for all Public Health programs that create health records per the above requirements, including but not limited to:</p> <p>Child Care Health Program Dental/Oral Health Family Planning (including but not limited to intrauterine devices (IUD) insertion charts and other family planning records) Family Practice General Clinic (including but not limited to Drug, Alcohol, Mental Health) HIV/AIDS Immunizations Jail Health Services Northwest Family Services Regional Health Outreach Services Sexually Transmitted Diseases (STD) Tuberculosis Women, Infants and Children</p> <p>This record is created and maintained by more than one Public Health Division/Section. It applies to the Community Health Services Division (all clinics), the Prevention Division (includes IMMS, STD, TB) and Jail Health Services).</p> <p>This record series does not include records created by the following King County Agencies:</p> <p>Emergency Medical Services (see State retention schedule, Emergency Services) Laboratory (see State Health Districts retention schedule,</p>	Last visit	10 Years	N	C	P		<p><u>Remarks:</u></p> <p>See the Public Health Privacy Policy for the most current version.</p> <p>The Jail Health PEARL ELECTRONIC MEDICAL RECORD SYSTEM, electronic imaging system has been approved by the Washington State Archivist per WAC 434-663. A copy of the signed approval is stored at DES-Records Management and DPH-Correctional Health and Rehabilitation Services. The effective date of the approval is March 16, 2007. The EIS approval allows The Department of Health, Correctional Health and Rehabilitation Services (CHARS) to destroy paper copies of this record series after the electronic image is verified.</p> <p><u>Disposition Instructions:</u></p> <p><u>Relevance Notes:</u></p> <p>The Professional Practice Committee at Public Health has adopted a policy of retaining client/patient health care information records for the longer period of 10 years as described in RCW 70.41.190 and is consistent with the Washington State Retention Schedule for Health Districts.</p> <ol style="list-style-type: none"> <li>1. DEYOUNG V. PROVIDENCE MEDICAL CENTER, 136 WN.2D 136 (1998)</li> <li>2. RCW 4.16.350: ACTION FOR INJURIES RESULTING FROM HEALTH CARE OR RELATED SERVICES — PHYSICIANS, DENTISTS, NURSES, ETC. — HOSPITALS, CLINICS, NURSING HOMES, ETC.</li> <li>3. RCW 70.41.190 MEDICAL RECORDS OF PATIENTS — RETENTION AND PRESERVATION</li> <li>4. RCW 70.02.160 RETENTION OF RECORD This law requires retention of medical records for a year after receipt of authorization for release of medical information.</li> </ol>

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# King County Unique Schedules, Title Sequence Search in

Friday, May 18, 2007

Dept: 09 Department of Public Health (DPH)

Div: 00 Division Unassigned

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
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Laboratory)  
Medical Examiner's Office (see State retention schedule,  
County Coroners and Medical Examiners)  
Vital Statistics (see State retention schedule, Vital  
Statistics/Records)

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# King County Unique Schedules, Title Sequence for Search in

Friday, May 18, 2007

Dept: 09 Department of Public Health (DPH)

Div: 00 Division Unassigned

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
09 00 00 0008	GS55-01B-01	<p>CLIENT/PATIENT HEALTH CARE INFORMATION RECORD - MINORS (UNDER AGE 18)</p> <p>All client health records that meet the Public Health definition of a health record Public Health Privacy Policy definitions document).</p> <p>Excluded from this record series are the following record types: Billing, administrative, research, surveillance/outbreak, employee health records and Occupational Health Records (obsolete program for non-King County employees). See other retention schedule entries for these records.</p> <p>This series is applicable for all Public Health programs that create health records per the above requirements, including but not limited to:</p> <p>Child Care Health Program Dental/Oral Health Family Planning (including but not limited to intrauterine devices (IUD) insertion charts and other family planning records) Family Practice General Clinic (including but not limited to Drug, Alcohol, Mental Health) HIV/AIDS Immunizations Jail Health Services Northwest Family Services Regional Health Outreach Services Sexually Transmitted Diseases (STD) Tuberculosis Women, Infants and Children</p> <p>This record is created and maintained by more than one Public Health Division/Section. It applies to the Community Health Services Division (all clinics), the Prevention Division (includes IMMS, STD, TB) and Jail Health Services.</p> <p>This record series does not include records created by the following King County Agencies:</p> <p>Emergency Medical Services (see State retention schedule, Emergency Services) Laboratory (see State Health Districts retention schedule,</p>	Last visit	Age 17 + 8 years	N	C	P		<p><u>Remarks:</u></p> <p>Check the Public Health Privacy Policy for the most current version.</p> <p>The Jail Health PEARL ELECTRONIC MEDICAL RECORD SYSTEM, electronic imaging system has been approved by the Washington State Archivist per WAC 434-663. A copy of the signed approval is stored at DES-Records Management and DPH-Correctional Health and Rehabilitation Services. The effective date of the approval is March 16, 2007. The EIS approval allows The Department of Health, Correctional Health and Rehabilitation Services (CHARS) to destroy paper copies of this record series after the electronic image is verified.</p> <p><u>Disposition Instructions:</u></p> <p><u>Relevance Notes:</u></p> <p>The Professional Practice Committee at Public Health has adopted a policy of retaining client/patient health care information records for minors for 8 years after the age of 17 as described in RCW 4.16.350 and is consistent with the Washington State Retention Schedule for Health Districts.</p> <ol style="list-style-type: none"> <li>1. DEYOUNG V. PROVIDENCE MEDICAL CENTER, 136 WN.2D 136 (1998)</li> <li>2. RCW 4.16.350: ACTION FOR INJURIES RESULTING FROM HEALTH CARE OR RELATED SERVICES — PHYSICIANS, DENTISTS, NURSES, ETC. — HOSPITALS, CLINICS, NURSING HOMES, ETC.</li> <li>3. RCW 70.41.190 MEDICAL RECORDS OF PATIENTS — RETENTION AND PRESERVATION</li> <li>4. RCW 70.02.160 RETENTION OF RECORD This law requires retention of medical records for a year after receipt of authorization for release of medical information.</li> </ol>

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# King County Unique Schedules, Title Sequence Search in for

Friday, May 18, 2007

Dept: 09 Department of Public Health (DPH)

Div: 00 Division Unassigned

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
		Laboratory) Medical Examiner's Office (see State retention schedule, County Coroners and Medical Examiners) Vital Statistics (see State retention schedule, Vital Statistics/Records)							

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# King County Schedules Search Results

Friday, June 15, 2007

Search in

for

Dept: Department of Public Health (DPH)

Div: Environmental Health Services

Sect: Environmental Hazards

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
09 04 02 0014	GS50-19-03	HAZARDOUS MATERIALS ACCIDENT/INCIDENT REPORT Description of accident and cleanup. Includes information on personal exposure. ESSENTIAL RECORD - needs microfilm backup - see remarks.	Year End	50 Years	N		S		<u>Remarks:</u> This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
09 04 02 0001	GS50-19-06	HAZARDOUS SITE FILES Official Title from the Washington State Retention Schedule is HAZARDOUS MATERIALS INSPECTION AND TEST REPORTS  Assessment and remediation of hazardous waste sites that are potential environmental and health hazards.  This series is applicable to the following ENVIRONMENTAL HEALTH / ENVIRONMENTAL HAZARDS programs:  Site Hazard Assessment Team: Over 100 hazardous sites are investigated each year by the Site Hazard Assessment Team which evaluates these contaminated sites for potential health hazards and site clean-up.  The Illegal Drug Lab Abatement Team: Assessment of illegal drug lab sites for contamination and oversight of decontamination on properties that have been contaminated in relation to manufacturing of illegal drugs such as methamphetamines.  The Tacoma-Smelter Plume Team: Inspection and testing of sites, including residential, commercial and industrial properties, for arsenic and lead soil contamination in surface soil with long-term environmental and health impacts.	Year End	50 Years	N		P	P	<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>

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# King County Schedules Search Results

Friday, June 15, 2007

Search in

for

Dept: Department of Public Health (DPH)

Div: Environmental Health Services

Sect: Environmental Hazards

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
09 04 02 0015	GS50-19-09	HAZARDOUS MATERIALS TRAINED PERSONNEL LIST Includes certifications and lists of persons trained in handling hazardous materials, such as asbestos. Includes attendance information and completion date. ESSENTIAL RECORD - needs security microfilm backup - see remarks.	Year End	50 Years	Y		S		<u>Remarks:</u> This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials. <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
09 04 02 0013	GS50-19-10	HAZARDOUS MATERIALS ABATEMENT PROJECT FILE Includes records of asbestos removal, underground storage tank removal, and other large-scale hazardous material removal. ESSENTIAL RECORD - needs security backup - see remarks.	Year End	50 Years	N		S		<u>Remarks:</u> This record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials. <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
09 04 02 0016	GS50-19-17	HAZARDOUS MATERIALS TRAINING PROGRAMS Annual training and other training seminars for employees of the following: Hazardous materials, hazardous waste and hazardous exposure that may be required by the State. Records include but are not limited to: outline of classes, training agenda, and class summary.	Year End	Date of training plus 5 Years	N		S		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>

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# King County Schedules Search Results

Friday, June 15, 2007

Search in

for

Dept: Department of Public Health (DPH)

Div: Environmental Health Services

Sect: Environmental Hazards

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
09 04 02 0002	GS55-01A-09	EDUCATIONAL PROGRAM RECORDS  Official Title from the Washington State Retention Schedule is HEALTH EDUCATION PROGRAM RECORDS  Records of lead and arsenic health educational and prevention programs offered by Environmental Health to the public.  Applies to records created as a result of TACOMA SMELTER PLUME PROJECT.	Superseded	3 Years*	N		P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> * 3 years from the date of submission of the final expenditure report or retain for period required by grant or program - See Administrative Requirements for Recipients of Ecology Grants and Loans - "The Yellow Book", Revised version September 2005.

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Archives and Records Management

INITIALS\_\_\_\_\_



Monday, February 27, 2006

Dept: 10 Natural Resources and Parks (DNRP)  
Div: 04 Water and Land Resources  
Sect: 02 Water and Land Environmental Lab

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
10 04 02 0001	S00-028-01	LAB RAW DATA  All records related to lab analyses  This Record Series Replaces: Disposition Authority Number: S89-148 and S88-32	Year End	10 years	N	O	P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> Records retention required to meet National Pollution Discharge Elimination System (NPDES) and Department of Ecology (DOE) requirements. DOE retention (10 years) is longer. See 40CFR35.6705 and WAC 173-204-610
10 04 02 0002	S00-028-02	LAB QUALITY ASSURANCE  All lab records that support analysis quality assurance activities; logbooks, MDL studies, validation.  This Record Series Replaces: Disposition Authority Number: S89-148 and S88-32	Year End	10 years	N	O	P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> Records retention required to meet National Pollution Discharge Elimination System (NPDES) and Department of Ecology (DOE) requirements. DOE retention (10 years) is longer. See 40CFR35.6705 and WAC 173-204-610
10 04 02 0003	S00-028-03	PROJECT FILES  Unique to the environment lab (original chain of custody forms, field sheets, final reports to internal clients and regulatory agencies, QA1 narratives (per DOE guidelines); subcontractor lab reports.  This Record Series Replaces: Disposition Authority Number: S89-148 and S88-32	Year End	10 years	N	O	P	P	<u>Remarks:</u> Other copies with King County clients (final reports and QA1 narratives) <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u> Records retention required to meet National Pollution Discharge Elimination System (NPDES) and Department of Ecology (DOE) requirements. DOE retention (10 years) is longer. See 40CFR35.6705 and WAC 173-204-

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Produced by: King County Department of Executive Services  
Records, Elections and Licensing Division  
Archives and Records Management INITIALS PH



Monday, February 27, 2006

Dept: 10 Natural Resources and Parks (DNRP)  
 Div: 04 Water and Land Resources  
 Sect: 02 Water and Land Environmental Lab

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
10 04 02 0004	S00-028-04	SAMPLE MANAGEMENT RECORDS  All records related to sample delivery, storage and disposal.  This Record Series Replaces: Disposition Authority Number: S89-148 and S88-32	Year End	10 years	N	O	P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> Records retention required to meet National Pollution Discharge Elimination System (NPDES) and Department of Ecology (DOE) requirements. DOE retention (10 years) is longer. See 40CFR35.6705 and WAC 173-204-610
10 04 02 0005	S00-028-05	QUALITY ASSURANCE RECORDS  Accreditation and certification records for client and regulatory agencies; obsolete Standard Operating Procedures needed to document previous testing methods; lab-wide quality assurance records  This Record Series Replaces: Disposition Authority Number: S89-148 and S88-32	Year End	10 years	N	O	P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> Records retention required to meet National Pollution Discharge Elimination System (NPDES) and Department of Ecology (DOE) requirements. DOE retention (10 years) is longer. See 40CFR35.6705 and WAC 173-204-610

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# King County Unique Schedules, DAN Sequence

Search in

Monday, February 27, 2006

Dept: 10 Natural Resources and Parks (DNRP)  
Div: 04 Water and Land Resources  
Sect: 02 Water and Land Environmental Lab

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
10 04 02 0006	S00-028-06	HAZARDOUS WASTE DISPOSAL RECORDS  Of laboratory samples for King County client studies; retention required by regulatory agencies.  This Record Series Replaces: Disposition Authority Number: S89-148 and S88-32	Every two years	50 years	Y	O	P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> Records retention required to meet National Pollution Discharge Elimination System (NPDES) and Department of Ecology (DOE) requirements. DOE retention (10 years) is longer. See 40CFR35.6705 and WAC 173-204-610  Retention required by Resource Conservation and Recovery Act (RCRA)  See GS50-19 General Schedule for 50 year retention (#1-#11)  NOTE: There is no limitation of action on the agency's liability for the exposure of individuals to hazardous materials.  ESSENTIAL RECORD: This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.
10 04 02 0007	S00-028-07	SAFETY RECORDS  Unique to the laboratory testing function (Chemical Hygiene Plan safety manual, accident reports, safety meeting notes, and Material Safety Data Sheets)  This Record Series Replaces: Disposition Authority Number: S89-148 and S88-32	None	Permanent	N	O	P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> Records retention required to meet National Pollution Discharge Elimination System (NPDES) and Department of Ecology (DOE) requirements. DOE retention (10 years) is longer. See 40CFR35.6705 and WAC 173-204-610  Retention required by Occupational Safety and Health Act (OSHA) for 30 years after last person retires who worked in these circumstances.

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# King County Unique Schedules, Title Sequence for

Friday, June 16, 2006

Search in

Record Status Indicator

Active

Dept: 10 Natural Resources and Parks (DNRP)  
Div: 04 Water and Land Resources  
Sect: 03 Office of Rural and Resource Programs

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
10 04 03 0023	AS01-03B-03	<p>OPEN SPACE CLASSIFICATION CASE FILES</p> <p>Application and program monitoring files for the Public Rating System (PBRs), farmland and timberland. Typical file content is Open Space Taxation Agreement, Council Ordinance, Hearing Examiner's Report and Decision, PBRs Staff Reports, Affidavit of Publication, Notices to Applicant, Notarized Documents Legal Descriptions and Maps, Forest Plan, Farm Plan, or Restoration Plan, Research/Analysis Documents.</p> <p>Land included in the Open Space Program are valued at "current use" not "market value". Tax status remains until withdrawal from the program.</p> <p>The Assessor's Office holds selected secondary copies from this record series. See S88-073-084 Open Space Applications and Taxation Agreements. The Assessor uses these records primarily for tax valuations and documentation; property sale real estate excise tax affidavit (original filed with Recorder's Office).</p> <p>Assessor's Office processes official withdrawal at recommendation of Open Space Program staff or written request of participating landowner.</p>	Change of Use	6 Years	Y		P		<p><u>Remarks:</u></p> <p>Essential Record: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.</p> <p><u>Disposition Instructions:</u></p> <p><u>Relevance Notes:</u></p> <p>WAC 458-30 Open Space Taxation Act Rules RCW Chapter 84.34 for PBRs, Timber Land, Farm and Agriculture or Chapter 84.33 for Forestland King County Code Chapter 20.36 for Open Space Taxation</p>

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# King County Unique Schedules, Title Sequence for

Friday, June 16, 2006

Search in

Record Status Indicator

Active

Dept: 10 Natural Resources and Parks (DNRP)

Div: 04 Water and Land Resources

Sect: 05 ORRP-WSU King County Extension

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
10 04 05 0008	S96-112-002	<p>WSU KING COUNTY EXTENSION AGENCY INFORMATION FILES</p> <p>Also referred to as educational materials. Used to educate general public about Cooperative Extension programs, projects or services. Includes promotional material and materials used for teaching and training. Materials within files will vary with each project. May include teaching guides, handouts, forms, information sheets, brochures, tapes, newsletters, flyers and bulletins.</p> <p>This Record Series Replaces: COOPERATIVE EXTENSION EDUCATIONAL MATERIALS, COOPERATIVE EXTENSION PROGRAM INFORMATION FILES, AND COOPERATIVE EXTENSION PLANNING/NEEDS ASSESSMENT</p> <p>Disposition Authority Number: S84-065-002, S84-065-003, and S84-065-004</p> <p>Summary of Changes: Change in record series title, description and retention</p>	Year End	6 Years	N	P	A		<p><u>Remarks:</u></p> <p>This record series was originally approved for King County Community and Human Services, Community Services Division, Cooperative Extension Agency.</p> <p><u>Disposition Instructions:</u></p> <p>Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection.</p> <p><u>Relevance Notes:</u></p>
10 04 05 0007	S96-112-001	<p>WSU KING COUNTY EXTENSION AGENCY PROGRAM FILES</p> <p>Also referred to as project or service files. Files manage the day-to-day operations of all Cooperative Extension programs, projects, and services. Includes information on area needs and the development and implementation of various programs. Materials within files vary with projects. May include copies of memos of agreements, correspondence, statistics, reports, policies, guidelines, and government regulations.</p> <p>This Record Series Replaces: COOPERATIVE EXTENSION PROGRAM MANAGEMENT FILES</p> <p>Disposition Authority Number: S84-065-001</p> <p>Summary of Changes: Change in record series title and description</p>	Year End	6 Years	N	P	A		<p><u>Remarks:</u></p> <p>This record series was originally approved for King County Community and Human Services, Community Services Division, Cooperative Extension Agency. Washington State University has some information from this record series. Recorder's Office has Memos of Agreement</p> <p><u>Disposition Instructions:</u></p> <p>Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection.</p> <p><u>Relevance Notes:</u></p>

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# King County Unique Schedules, Title Sequence for

Friday, June 16, 2006

Search in

Record Status Indicator

Active

Dept: 10 Natural Resources and Parks (DNRP)  
Div: 04 Water and Land Resources  
Sect: 11 (STORM)-Engineering Support and Response Services

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
10 04 11 0014	GS50-06C-12	ACCIDENT CLAIMS FOR DAMAGES FILED EITHER AGAINST THE AGENCY BY OTHER PARTIES, OR BY THE AGENCY AGAINST OTHER PARTIES  Includes vehicle accidents.  This Record Series Replaces: Date Approved: 6/9/2005 Record Series: CLAIMS/LAWSUITS Disposition Authority Number: S96-017-03	Claim closed	6 Years	N		P		<u>Remarks:</u> Risk Management holds the primary records for claims.  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
10 04 11 0009	S96-017-09	BASIN PLAN CIPS - CLOSED  Capital Improvement Projects originating from Basin Plans, either large or small. Includes maps, correspondence, permits, SEPA information, meetings, notes, budget speculations, field books, and photographs.	Project completion	10 Years	N	O	P	A	<u>Remarks:</u> Location of other copies: Department of Development and Environmental Services - permits and SEPA information. <u>Disposition Instructions:</u> Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection. <u>Relevance Notes:</u>
10 04 11 0013	GS53-02-04	CLAIMS/LAWSUITS - OFFICE REFERENCE COPY  Official Washington State Retention Schedule Title: LITIGATION AND CASE FILES  CLAIMS/LAWSUITS These files are created when a claim or lawsuit is brought against Surface Water Management or King County regarding drainage. Materials in files are gathered from previous complaint files, if any complaints have been filed for that area. Includes complaint, maps, photographs, correspondence, documents for Prosecuting Attorney, and final result of claim/lawsuit.  This Record Series Replaces: Date Approved: 6/9/2005 Record Series: CLAIMS/LAWSUITS Disposition Authority Number: S96-017-03 Summary of Changes: Retention period has been reduced from permanent to when obsolete and superseded. Primary copy is retained by legal counsel (Prosecuting Attorney). See Dispositions Instructions.	None	When Obsolete or Superseded	N		S	P	<u>Remarks:</u> Location of other copies: Prosecuting Attorney for claim/lawsuit results. Accident claims are held primarily by Risk Management. <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u> The primary litigation files are held by legal counsel. If internal counsel (Prosecuting Attorney) is used, they hold the primary litigation file for case closed plus 10 years. These records are called CIVIL LITIGATION CASE FILES GS53-02-04.  If the primary litigation file is held by outside counsel, then the Agency retains their copy as LITIGATION CASE FILES GS53-02-04 for case closed plus 10 years.

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# King County Unique Schedules, Title Sequence for

Friday, June 16, 2006

Search in

Record Status Indicator

Active

Dept: 10 Natural Resources and Parks (DNRP)  
Div: 04 Water and Land Resources  
Sect: 11 (STORM)-Engineering Support and Response Services

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
10 04 11 0012	GS50-27-04	<p>DRAINAGE AND WATER QUALITY COMPLAINTS</p> <p>Official Washington State Retention Schedule Title: DRAINAGE AND WATER QUALITY COMPLAINT AND INVESTIGATION FILES</p> <p>DRAINAGE COMPLAINTS Created when Drainage Investigation Unit receives a complaint about a drainage basin, usually because an area has become flooded. Investigators will inspect area and offer solutions to problems. The complaint packet includes complaint, Drainage Investigation report, correspondence, photographs, background information, enforcement actions, and studies.</p> <p>WATER QUALITY COMPLAINTS Complaints filed with Surface Water Management regarding water quality in drainage area. Includes same items as Drainage Complaints but also lab results, sample sheets, and site consultations.</p> <p>This Record Series Replaces: Date Approved: 6/9/2005 Record Series: Drainage Complaints and Water Quality Complaints Disposition Authority Number: S96-017-01 and S96-017-02 Summary of Changes: Retention period has been reduced from permanent to resolution of complaint plus 6 years.</p>	Resolution of complaint	6 Years	N	P	P		<p><u>Remarks:</u></p> <p>Location of other copies: Solutions/Implementation - various areas within Surface Water Management or Roads and Engineering (Roads Maintenance)</p> <p><u>Disposition Instructions:</u></p> <p>Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal.</p> <p><u>Relevance Notes:</u></p>
10 04 11 0011	S96-017-11	<p>ECOLOGICAL SERVICES PROJECT FILES</p> <p>Ecological Services provides support to other units within Engineering and Ecological Services in regards to ecological aspects of CIPs or habitat restoration and enhancement projects. Project files may be of ecological, geological, or water quality nature. Includes maps, memos, correspondence, survey data, field data, and reports (consultant or in-house). Pertains to closed files only.</p>	Project completion	10 Years	N	O	P	A	<p><u>Remarks:</u></p> <p>Location of other copies: Final Report either with Basin Plan CIP or Project Management and</p> <p><u>Disposition Instructions:</u></p> <p>Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection.</p> <p><u>Relevance Notes:</u></p>

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# King County Unique Schedules, Title Sequence for

Friday, June 16, 2006

Search in

Record Status Indicator

Active

Dept: 10 Natural Resources and Parks (DNRP)  
Div: 04 Water and Land Resources  
Sect: 11 (STORM)-Engineering Support and Response Services

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
10 04 11 0004	S96-017-04	OPERATIONAL DRAINAGE PLAIN AREAS  Files contain projects on plains (now called basins/watersheds). Used to document historical problems for lawsuits and justifications for future projects. This series is now referred to as PMD Large or Small CIPs. Includes correspondence, complaints leading to projects, maps/plans, estimates, and photographs.	Project completion	10 Years	N	O	P	A	<u>Remarks:</u>  <u>Disposition Instructions:</u> Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection. <u>Relevance Notes:</u>
10 04 11 0005	S96-017-05	PMD LARGE CIPS - CLOSED  Completed large (over 25K) CIPs from Project Management and Design. Projects are not included in Basin Plan, they usually come up as early/late start projects. Drainage studies within are used for future projects. Includes maps, correspondence, surveys, studies, budget data, and design plans.	Project completion	10 Years	N	O	P	A	<u>Remarks:</u>  <u>Disposition Instructions:</u> Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection. <u>Relevance Notes:</u>
10 04 11 0006	S96-017-06	PMD SMALL CIPS - CLOSED  Small CIPs (under 25K) contain the same materials as Large CIP. Includes CIPs resulting from Drainage Habitat Inspections, and Neighborhood Drainage Assistance Projects.	Project completion	10 Years	N		S		<u>Remarks:</u>  <u>Disposition Instructions:</u> Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection <u>Relevance Notes:</u>
10 04 11 0008	S96-017-08	RIVER CIPS - CLOSED  CIPs along rivers within Basins/Watersheds. Includes special studies such as backwater profiles, sediment and scour studies for use on future projects. Older files contain information on bank stabilization projects. Same information is included as in previous CIP files.	Project completion	10 Years	N	O	P	A	<u>Remarks:</u> Location of other copies: Roads and Engineering - Roads Maintenance, Special Operations – Work Authorization Forms <u>Disposition Instructions:</u> Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection. <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence

Friday, June 16, 2006

Search in

Record Status Indicator

Active

Dept: 10 Natural Resources and Parks (DNRP)  
Div: 04 Water and Land Resources  
Sect: 11 (STORM)-Engineering Support and Response Services

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
10 04 11 0007	S96-017-07	ROADS DRAINAGE CIPS - CLOSED  Drainage projects along county owned and maintained roads. Used for future projects and designs. Includes correspondence, project design, maps, and photographs.	Project completion	10 Years	N	O	P	A	<u>Remarks:</u> Location of other copies: Roads and Engineering - Roads Maintenance Special Operations <u>Disposition Instructions:</u> Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection <u>Relevance Notes:</u>
10 04 11 0010	S96-017-10	SWM PLANS AND PROFILES  Half size small plan sheet for projects either done or being done by Engineering and Environmental Services in SWM. Map includes short description and outline of project corresponding to map.	Project completion	10 Years	N	O	P	A	<u>Remarks:</u> <u>Disposition Instructions:</u> Archival (one copy): Please contact the County Archivist to arrange for transfer to the County's historical records collection. <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence

Search in

Thursday, June 01, 2006

Record Status Indicator

Active

Dept: 12 Development and Environmental Services (DDES)

Div: 00 Division Unassigned

Sect: 01 General Building and Land Use Records

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 00 01 0001	GS50-16-04	REFERRED PROJECT FILES  Project plans and statements referred from other agencies for land use planning review, including any agency response.	Year End	3 Years	N	P			<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
12 00 01 0002	GS50-11-18	TEMPORARY PERMITS  Moving, log hauling, demolition, blasting, right of way use, et al.	Conclusion of permit period or activity	3 Years	N	P			<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
12 00 01 0003	GS50-11-23	WITHDRAWN OR ABANDONED LAND USE, BUILDING CONSTRUCTION, AND MODIFICATION PERMIT APPLICATIONS, APPEALS, LAND USE DEVELOPMENT, LAND DIVISION, AND SUPPORT DOCUMENTATION  May include permits issued but work not started within 180 days.	After permit abandoned or withdrawn	None Destroy	N	P			<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence

Search in

Thursday, October 11, 2007

Dept: 12 Development and Environmental Services (DDES)

Div: 02 Administrative Services

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 02 00 0007	S87-101-37R	<p>ADDRESS ASSIGNMENT AND CHANGE FILES</p> <p>Documents official address changes which are then recorded on addressing maps and in the address database. Includes address work sheet, and various multi-family developments and shopping center maps with addresses. The records in this series support changes to the official record of current addresses.</p> <p>This Record Series Revises: Revision approved 5/23/2006 Address Work Sheets, Address Assignment Files, and Address Assignment and Change Files Disposition Authority Number: S80-204-25, S83-089-04 and S87-101-37</p>	Completed construction	6 Years	N	P			<p><u>Remarks:</u></p> <p>This series was updated on October 11, 2007. (PH) Definition of the record series edited.</p> <p><u>Disposition Instructions:</u></p> <p><u>Relevance Notes:</u></p>
12 02 00 0001	GS50-16-01	<p>COMPREHENSIVE LAND USE PLAN AND AMENDMENTS</p> <p>Includes amendments, and Growth Management Act appeal determinations that amend the Comprehensive Plan. Includes all land use and zoning regulations for Growth Management Act and non-Growth Management Act planning entities.</p> <p>This Record Series Replaces: General Development Guide Disposition Authority Number: S83-049-05</p>	None	Permanent	Y	P	P		<p><u>Remarks:</u></p> <p>ESSENTIAL RECORD: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards.</p> <p><u>Disposition Instructions:</u></p> <p>Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal.</p> <p><u>Relevance Notes:</u></p>
12 02 00 0002	GS50-16-08	<p>COMPREHENSIVE LAND USE PLAN HISTORY FILES</p> <p>Statutory or locally required record of agency action leading to adoption of plan.</p>	None	Permanent	N	P	P		<p><u>Remarks:</u></p> <p><u>Disposition Instructions:</u></p> <p>Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal.</p> <p><u>Relevance Notes:</u></p>

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# King County Unique Schedules, Title Sequence

Search in

Thursday, October 11, 2007

Dept: 12 Development and Environmental Services (DDES)

Div: 02 Administrative Services

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 02 00 0008	GS50-06C-09	FIDELITY AND SURETY COVERAGE BONDS (PERFORMANCE BONDS) Bond to assure compliance with conditions/restrictions attached to permit and specifications.  This Record Series Replaces: Performance Bonds, Bond Releases, and Performance Bonds/Assignment of Savings Disposition Authority Number: S80-204-36, S80-204-37, and S83-049-06 —	Conditions of bond fulfilled	6 Years	N	P			<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
12 02 00 0003	GS50-16-02	MAPS, DRAWINGS, PHOTOGRAPHS (OFFICIAL) Official representation of comprehensive plan, including urban growth boundaries, critical area delineations, zoning boundaries, shoreline management boundaries, and other area-wide boundary delineations. —	None	Permanent	Y	P	P		<u>Remarks:</u> ESSENTIAL RECORD: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence for Search in

Thursday, October 11, 2007

Dept: 12 Development and Environmental Services (DDES)

Div: 02 Administrative Services

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 02 00 0004	GS50-16-03	MAPS, DRAWINGS, PHOTOGRAPHS (REFERENCE)  Working address maps and map data that are continually updated to provide the official record of current addresses for King County.  DDES records included in this record series are: Addressing Maps Addressing Database (maintained by DDES) —	When Obsolete or Superseded	0*	N	P	P		<u>Remarks:</u> This series was updated on October 11, 2007. (PH) Definition of the record series and relevance notes were added. <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u> * The records in this series are continually updated. After each update, the records constitute the official record of current addresses. To provide protection to these records DDES periodically images the physical records. Back up media for the images and address database should be stored at least 30 miles from the data source.  KCC 16.08.010 Purpose. The purpose of this chapter is to grant the department of development and environmental services, hereafter called the department, the authority to assign road names and numbers, and address the principal entrances of all buildings or other uses in conformance with the grid system adopted by King County Resolution 16622. (Ord. 10915 § 1, 1993: Ord. 8766 § 1, 1988).  KCC 16.08.090 Records. The department shall maintain the official record of current addresses. (Ord. 10915 § 7, 1993: Ord. 8766 § 7, 1988).

## REPORT LEGEND -

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# King County Unique Schedules, Title Sequence for Search in

Thursday, October 11, 2007

Dept: 12 Development and Environmental Services (DDES)  
Div: 02 Administrative Services  
Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 02 00 0005	GS50-16-05	SHORELINE MANAGEMENT MASTER PLAN AND AMENDMENTS None —	None	Permanent	Y	P	P	P	<u>Remarks:</u> ESSENTIAL RECORD: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence for

Thursday, June 01, 2006

Search in  
Record Status Indicator

Active

Dept: 12 Development and Environmental Services (DDES)  
Div: 03 Building Services  
Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 03 00 0002	GS50-11-01	APPLICATIONS AND APPROVAL DOCUMENTATION FOR BUILDING CONSTRUCTION AND MODIFICATION PERMITS Pre-application process records. Records from the pre-application process can become part of the BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (VALID AND NON-VALID) and retained with this record series. —	Completion of project and/or certificate of occupancy	None	N	P			<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
12 03 00 0003	GS50-11-03	APPROVED CONSTRUCTION DRAWINGS, PLANS, AND SPECIFICATIONS This record series includes both residential and commercial construction.  This Record Series Replaces: Commercial Plans, Residential Plans and Residential Building Plans Disposition Authority Number: S80-204-34, S80-204-35 and S87-101-34 —	Completion of project	90 Days	N	P	P		<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
12 03 00 0004	GS50-11-08	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (INVALID) Permits issued in error in relation to code or jurisdiction.  This Record Series Replaces: Residential Building Permits - Invalid or Unfinalized Permits, B. Invalid or Unfinalized Permits and Commercial Building Permits and Plans - Invalid or Unfinalized Permits, B. Invalid or Unfinalized Permits Disposition Authority Number: S87-101-33B and S87-101-39B —	Year End	3 Years	N	P			<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence for

Thursday, June 01, 2006

Search in

Record Status Indicator

Active

Dept: 12 Development and Environmental Services (DDES)

Div: 03 Building Services

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 03 00 0001	GS50-11-05	BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES (VALID)  This record series covers: Grading Permits Commercial Permits Residential Permits  This Record Series Replaces: Residential Building Permits - Finalized Permits, A. Finalized Permits, Certificates of Occupancy, and Commercial Building Permits and Plans - Finalized Permits, A. Finalized Permits Disposition Authority Number: S87-101-33A, S87-101-35, and S87-101-39A	Life of the Building	6 Years	Y		P		<u>Remarks:</u> ESSENTIAL RECORD This record series will be protected by offsite storage of security microfilm that meets Washington State Archives standards. <u>Disposition Instructions:</u> Electronic Imaging Systems (EIS) was approved on 5/5/2006. Paper copies will be destroyed after the security microfilm copy has been accepted by the State Archives. <u>Relevance Notes:</u>
12 03 00 0005	GS50-11-06	BUILDING CONSTRUCTION AND MODIFICATION PERMIT INDEXES  Indexes and finding aids that provide acces to BUILDING CONSTRUCTION AND MODIFICATION PERMIT FILES.  This Record Series Replaces: Building Permit Index Disposition Authority Number: S87-101-38 —	None	Permanent	Y		P	P	<u>Remarks:</u> Electronic databases that provide index information would be included in this record series. Please contact Records Management to determine a method for permanent retention of this electronic record.  ESSENTIAL RECORD SERIES: This records series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet State Archives standards. <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
12 03 00 0006	GS50-11-19	TRANSITORY BUILDING CONSTRUCTION AND MODIFICATION PERMIT PROCESSING RECORDS  Does not include permit application records. —	Until permit issued	None		N		P	<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence for

Thursday, June 01, 2006

Search in

Record Status Indicator

Active

Dept: 12 Development and Environmental Services (DDES)

Div: 04 Land Use Services

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 04 00 0001	GS50-11-04	CODE COMPLAINT & VIOLATION CASE FILES  E.g. building, development and land use complaints, abatement notices, other notices, and other information created or compiled during the course of investigation and resolution of each alleged violation.  This Record Series Replaces: Mobile Home Code Violations, Sign Code Violations, Code Violations Other Than 26 & 27, Abatement Cases, and Code Violation Case Files Disposition Authority Number: S80-204-26, S80-204-27, S80-204-28, S80-204-29, and S87-101-16 —	Final Action on Violation	6 Years	N		P		<u>Remarks:</u>  <u>Disposition Instructions:</u> Electronic Imaging Systems (EIS) was approved on 5/5/2006. The paper copy of this record will be maintained until retention requirements are met. Scanned image is a copy. <u>Relevance Notes:</u>
12 04 00 0004	GS50-16B-04	CONDITIONAL USE PERMITS  Includes special use permits or equivalent.  This Record Series Replaces: Unclassified Use Permit Packets, Conditional Use Permit Packet, Current Use Application Packet, Conditional Use Permits, and Unclassified Use Permits Disposition Authority Number: S80-204-05, S80-204-06, S80-204-12, S87-101-02, and S87-101-03 —	None	Permanent	Y		P		<u>Remarks:</u> ESSENTIAL RECORD: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
12 04 00 0005	GS50-11-25	CRITICAL (SENSITIVE) AREA DESIGNATION  Documentation of designation of individual parcels of real property as critical areas. —	Termination of designation	6 Years	N		P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence for

Thursday, June 01, 2006

Search in

Record Status Indicator

Active

Dept: 12 Development and Environmental Services (DDES)

Div: 04 Land Use Services

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 04 00 0006	GS50-11-26	FOREST PRACTICE PERMIT FILES  Documentation of review, approval, and land inspections related to development applications that require forest practice permits.  —	Termination of forest practice designation	6 Years	N	P	P		<u>Remarks:</u>  <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal  <u>Relevance Notes:</u>
12 04 00 0007	GS50-11-24	LAND DIVISION AND DEVELOPMENT BACKGROUND/REFERENCE FILES  Includes all records leading to final determination. For example, for a subdivision these records would include preliminary plat records. Includes land use developments such as subdivisions (plats, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully contained communities. Records to include any critical (sensitive) area designations.  Background/reference files encompass all records except for the key document file. The key document file contains all final determination records. Please see GS50-11-11 LAND DIVISION AND DEVELOPMENT FINAL DETERMINATION FILES.  This record series covers: Short Plats Plats Urban Planned Developments (UPD) Binding Site Plans	Final determination and bond released, if applicable	10 Years	N	P	P		<u>Remarks:</u> The primary copy of the engineering plans are held by King County Department of Transportation. The final plat is recorded at the King County Recorders Office. This is the primary copy of this record.  <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal  <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence for

Thursday, June 01, 2006

Search in

Record Status Indicator

Active

Dept: 12 Development and Environmental Services (DDES)

Div: 04 Land Use Services

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 04 00 0002	GS50-11-11	<p>LAND DIVISION AND DEVELOPMENT FINAL DETERMINATION FILES</p> <p>Documents of final official action determining land division and development conditions. Includes major land use developments such as planned unit developments, planned development districts, and major platted subdivisions. Includes land use developments such as subdivisions (plats, short plats), planned unit developments, planned development districts, binding site plans, master planned resorts, major industrial developments, and new fully contained communities.</p> <p>These documents are maintained in the key document file:</p> <p>This record series covers: Short Plats Plats Urban Planned Developments (UPD) Binding Site Plans</p> <p>This Record Series Replaces: Planned Unit Development Packets, Short Subdivision Prior to 6/30/74, Subdivision Files (Plats), P.U.D. Files (Planned Unit Development), and Short Subdivisions (Short Plats) Disposition Authority Number: S80-204-03, S80-204-10, S87-101-24, S87-101-25, and S87-101-26</p>	Final determination and bond released, if applicable	Permanent	Y		P	P	<p><u>Remarks:</u></p> <p>ESSENTIAL RECORD</p> <p>This record series will be protected by offsite storage of security microfilm that meets Washington State Archives standards.</p> <p><u>Disposition Instructions:</u></p> <p>Electronic Imaging Systems (EIS) was approved on 5/5/2006.</p> <p>Paper copies will be destroyed after the security microfilm copy has been accepted by the State Archives. Contact the King County Archivist before disposing of the paper copies of this record series. Records from this series may be selected to be transferred to and preserved by the King County Archives.</p> <p><u>Relevance Notes:</u></p>
12 04 00 0008	GS50-11-22	<p>LONG TERM RIGHT-OF-WAY USE PERMITS</p> <p>None</p> <p>This Record Series Replaces: Right-of-way Use Permits, Right of Way Use Permits, and Right-of-way Use Permits Disposition Authority Number: S80-204-33, S83-089-01B, and S87-101-05</p>	Termination of Use	6 Years	N		P		<p><u>Remarks:</u></p> <p><u>Disposition Instructions:</u></p> <p><u>Relevance Notes:</u></p>

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# King County Unique Schedules, Title Sequence

Thursday, June 01, 2006

Search in

Record Status Indicator

Active

Dept: 12 Development and Environmental Services (DDES)

Div: 04 Land Use Services

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 04 00 0003	AS01-05-05	MINOR LOT LINE CHNAGES/BOUNDARY LINE ADJUSTMENT OR REVISION  This record series covers: Lot Line Adjustments —	After maps and reference records are updated.	When Obsolete or Superseded	N		S		<u>Remarks:</u> This primary copy of this record series is held by the King County Assessor. A copy is also recorded with the King County Recorder's Office. <u>Disposition Instructions:</u> Electronic Imaging Systems (EIS) was approved on 5/5/2006. The secondary paper copy of this record will be maintained until retention requirements are met. Scanned image is a copy. <u>Relevance Notes:</u>
12 04 00 0009	GS50-11-13	SEPA (STATE ENVIRONMENTAL POLICY ACT) DETERMINATION OF SIGNIFICANCE OR NONSIGNIFICANCE Includes a Mitigated Determination of Nonsignificance (MDNS).  This Record Series Replaces: SEPA - Environmental Determination Disposition Authority Number: S87-101-20 —	None	Permanent	Y		P		<u>Remarks:</u> ESSENTIAL RECORD: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
12 04 00 0010	GS50-11-14	SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL CHECKLIST None —	None	Life of approved activity	Y		P		<u>Remarks:</u> ESSENTIAL RECORD: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>

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Records, Elections and Licensing Division

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# King County Unique Schedules, Title Sequence

Thursday, June 01, 2006

Search in

Record Status Indicator

Active

Dept: 12 Development and Environmental Services (DDES)

Div: 04 Land Use Services

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 04 00 0011	GS50-11-17	SEPA (STATE ENVIRONMENTAL POLICY ACT) ENVIRONMENTAL IMPACT STATEMENTS Submitted to and accepted by the agency as part of its building code enforcement duties.  This Record Series Replaces: EIS and DEIS (Environmental Impact Statements & Draft Environmental Impact Statements) Disposition Authority Number: S87-101-19 —	None	Life of approved activity	Y		P	P	<u>Remarks:</u> ESSENTIAL RECORD: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
12 04 00 0012	GS50-11-15	SHORELINE SUBSTANTIAL DEVELOPMENT PERMITS  None  This Record Series Replaces: Shoreline Substantial Development Permits Disposition Authority Number: S87-101-08 —	None	Life of Approved Activity	Y		P	P	<u>Remarks:</u> ESSENTIAL RECORD: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
12 04 00 0013	GS50-16B-19	UTILITY PERMIT FILES  Records document the issuance for the installation, modification, and removal of utility support in the public right-of- way. Records may include permit application, copies of the permit, plans, and inspection reports —	Termination of permit	6 Years		N		P	<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence

Thursday, June 01, 2006

Search in

Record Status Indicator

Active

Dept: 12 Development and Environmental Services (DDES)

Div: 04 Land Use Services

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 04 00 0014	GS50-11-21	ZONING AND LAND USE EXCEPTIONS/WAIVERS  Including variances and critical area exceptions.  This Record Series Replaces: Zoning Reclassification Packets P Suffix and MP Zones, Variance Packets, Variances, Rezones, Rezones - P Suffix, and Exemptions Disposition Authority Number: S80-204-02, S80-204-07, S87- 101-01, S87-101-04A, S87-101-04B, and S87-101-27  —	None	Permanent	Y	P			<u>Remarks:</u> ESSENTIAL RECORD: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence for

Thursday, June 01, 2006

Search in

Record Status Indicator

Active

Dept: 12 Development and Environmental Services (DDES)

Div: 05 Fire Marshal

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 05 00 0005	GS53-04-05	BUILDING INSPECTION REPORTS  Any building inspection that is not covered in the Fire Protection Master File (901). This can include items such as PBX Inspection and Test Form, records pertaining to the decommissioning of underground fuel tanks, etc. where the final report is not filed in the Fire Protection Master File (901). —	Year End	6 Years	N	P			<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
12 05 00 0002	GS53-04-16	FIRE INVESTIGATION DOCUMENTATION -OPEN INVESTIGATIONS OF INCIDENTS THAT DO NOT RESULT IN LOSS OF HUMAN LIFE  Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction. —	After the occurrence of an arson	10 Years	N	P			<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> Reference RCW 9A.04.080, which requires that criminal charges must be filed within 10 years after the occurrence of an arson that does not result in the loss of human life.
12 05 00 0003	GS53-04-17	FIRE INVESTIGATION DOCUMENTATION -OPEN INVESTIGATIONS OF INCIDENTS THAT RESULT IN LOSS OF HUMAN LIFE  Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.	None	Permanent	N	P			<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> Reference RCW 9A.04.080, which provides an unlimited amount of time to file criminal charges in cases of arson that result in the loss of human life.
12 05 00 0001	GS53-04-15	FIRE INVESTIGATION DOCUMENTATION-CLOSED INVESTIGATIONS  Includes all investigations which are resolved as accidents or result in arson convictions. —	Closed	6 Years	N	P			<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>

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# King County Unique Schedules, Title Sequence for

Thursday, June 01, 2006

Search in

Record Status Indicator

Active

Dept: 12 Development and Environmental Services (DDES)

Div: 05 Fire Marshal

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
12 05 00 0004	GS53-04-04	<p>FIRE PROTECTION MASTER FILE (901)</p> <p>Official Washington State Retention Schedule Title: BUILDING INFORMATION HISTORY CARD</p> <p>Documents all activities of the Fire Marshal by address. Includes copies of Fire Flow Calculation, Permit Conditions, Fire Protection Systems Permits, Engineering Plan reviews and all inspections and reports. Types of records include plans, inspection sheets, correction notices, and copy of certificate of occupancy, review sheets and correspondence. If all conditions are met and inspection is successfully completed a Certificate of Appreciation is issued to the building owner. The Certificate of Appreciation is filed separately as an Administrative Working File GS50-01-02.</p> <p>The records in this series are used to provide information necessary for future inspections. Inspections are done in order to issue new permits, renew permits and determine code violations.</p> <p>This Record Series Replaces: Fire Protection Master 901 File Disposition Authority Number: S87-101-10, 11 and 12</p> <p>—</p>	Life of Building	None	N	P			<p><u>Remarks:</u></p> <p><u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal.</p> <p><u>Relevance Notes:</u></p>

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# King County Unique Retention Schedule

Approved Schedule Thursday, March 23, 2006

Dept: 15 Boundary Review Board (BRB)

Div: 00 Division Unassigned

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
15 00 00 0004	GS50-05A-01	AGENCY CHARTER  Official, adopted charter defining scope of the agency and its rights, responsibilities, and authority. The charter for the King County Boundary Review Board is RCW 36.93.	None	Permanent	N		P		Remarks: Essential Record: Primary copy of RCW 36.93 are held by the State of Washington <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> RCW 36.93
15 00 00 0005	GS50-05A-02	AGENDA REQUESTS  No description	Year End	3 Years	N		P		Remarks:  <u>Disposition Instructions:</u> <u>Relevance Notes:</u>
15 00 00 0006	GS50-05A-03	AGENDAS/BRIEFS/PACKETS  Council, Commission, or Board Member Agendas/Briefs/Packets	Year End	3 Years	N		P	P	Remarks: One copy of the agenda and referenced documents is filed with the Minutes #GS50-05A-13. <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
15 00 00 0007	GS50-05A-05	APPOINTMENTS OF BOARD MEMBERS  Official records of appointment received by the Boundary Review Board per RCW 36.93.063.	None	When Obsolete or Superseded	N		S	P	Remarks: Primary copies of appointments are held by the appointing agency. <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u> RCW 36.93.063

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DAN - Disposition Authority Number

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Archives and Records Management INITIALS: PH





# King County Unique Retention Schedule

Approved Schedule Thursday, March 23, 2006

Dept: 15 Boundary Review Board (BRB)

Div: 00 Division Unassigned

Sect: 00 Section Unassigned

Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
15 00 00 0008	GS50-05A-06	AUDIO/VIDEO RECORDINGS OF OFFICIAL PROCEEDINGS  Magnetic/Digital sound or video recording of Boundary Review Board proceedings which may be used to prepare minutes.	Year End	6 Years	N		P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
15 00 00 0009	GS50-05A-11	GOALS & OBJECTIVES WORKING FILE  Working files of the Boundary Review Board that contain information related to reaching the goals and objectives based on RCW 39.63. (See relevance notes)	Year End	3 Years	N		P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u> 36.93.180 Objectives of boundary review board. 36.93.185 Objectives of boundary review board -- Water-sewer district annexations, mergers -- Territory not adjacent to district.
15 00 00 0010	GS50-05A-12	INDEXES TO MINUTES AND RESOLUTIONS  The Boundary Review Board master list serves as an index to all minutes and resolutions.	None	Permanent	Y		P	P	<u>Remarks:</u> Essential Record: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>

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Approved Schedule Thursday, March 23, 2006

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Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
15 00 00 0003	GS50-16-09	LOCAL GOVERNMENT JURISDICTIONAL BOUNDARY CHANGE HISTORY FILES  Core documentation of the process of any agency jurisdictional boundary change, including annexation or incorporation.  This Record Series Replaces: Annexation Files Disposition Authority Number: S80-204-30 Summary of Changes: King County unique record series is replaced by Washington State Retention Schedule	None	Permanent	Y		P	P	Remarks: Essential Record: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Disposition Instructions: Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. Relevance Notes:
15 00 00 0011	GS50-05A-13	MINUTES OF OFFICIAL PROCEEDINGS APPROVED AND SIGNED  Includes all referenced and attached documents. One copy of the agenda is filed with the minutes.	None	Permanent	Y		P	P	Remarks: Essential Record: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Disposition Instructions: Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. Relevance Notes:
15 00 00 0012	GS50-05A-15	OATHS OF OFFICE  No description	None	Permanent	Y		P	P	Remarks: Essential Record: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. Disposition Instructions: Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. Relevance Notes:

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# King County Unique Retention Schedule

Approved Schedule Thursday, March 23, 2006

Dept: 15 Boundary Review Board (BRB)

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Record Series Item	DAN	Series Description	Cut-Off Date	Retention Period	E R	P D	R T	A R C	Remarks
15 00 00 0014	GS50-05A-17	PETITIONS TO THE BOARD  The Boundary Review Board receives petitions for incorporations.	Year End	6 Years	N		P		<u>Remarks:</u>  <u>Disposition Instructions:</u>  <u>Relevance Notes:</u>
15 00 00 0015	GS50-05A-18	RECORDS OF PUBLIC HEARINGS  May include verbatim agenda, minutes, transcripts, speaker sign up, written testimony, and official notices.	None	Permanent	Y		P	P	<u>Remarks:</u> Essential Record: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>
15 00 00 0013	GS50-05A-16	RESOLUTIONS  No description	None	Permanent	Y		P	P	<u>Remarks:</u> Essential Record: The information in this record series should be protected from loss or damage by offsite storage of a security microfilm backup at State Archives. Security microfilm must meet Washington State Archives technical standards. <u>Disposition Instructions:</u> Potentially Archival: Records from this series may be selected for inclusion in the County's historical records collection. Please contact the County Archivist for an appraisal. <u>Relevance Notes:</u>

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